

DESIGN REVIEW RESIDENTIAL STANDARD PLANS

APPLICATION & PROCESS GUIDE

**TOWN OF GILBERT
PLANNING SERVICES DIVISION**

<http://www.gilbertaz.gov/departments/development-services/planning-development>

APPLICATION PROCEDURES

DESIGN REVIEW RESIDENTIAL STANDARD PLANS

Submittal and Processing Requirements:

1. *Application Completeness* – For an application to be accepted, the Applicant must provide all of the required information described on the submittal checklist, as incomplete applications **will be** rejected. Ensuring the accuracy of the application is the responsibility of the Applicant.
2. *Forms/Review:*
 - a. Administrative Completeness Review (see Planning Division Project Review Timelines): Staff will review the application to make sure all required documents and information have been included. If required information is missing, Applicant will be notified that the application has been rejected until all required information is submitted. If the application is rejected, upon resubmittal, a new Administrative Completeness Review will be required.
 - b. Substantive Review (see Planning Division Project Review Timelines): When complete, the application will be routed to Town staff and affected agencies for review and comment. After this review is completed, the comments are consolidated and returned to the Applicant. The Applicant is responsible for addressing staff comments, revising and amending the application as required, and submitting a complete set of revised plans for a second review to ensure all comments have been addressed to the satisfaction of the Town. All required documents must be resubmitted regardless of whether that particular page or document was revised. If all comments have been adequately addressed, the legislative process will begin by scheduling the design review project for a public hearing before the Design Review Board.
 - c. If all comments and issues identified in the Substantive Review have not been addressed to the satisfaction of Staff in the resubmission, the application will be denied. In lieu of denial, the Applicant may, either in writing or electronically, agree to allow Gilbert to submit supplemental requests for additional information. If Gilbert issues a comprehensive written or electronic request or a supplemental request, the Substantive Review timeframes are suspended until the additional information is submitted by the Applicant.
3. The applicant shall schedule an informal neighborhood meeting after filing of an application and provide Planning Staff with a list of existing property owners in the residential parcel, neighborhood or phase built with the house product being revised or added to.
4. Payment of the fee for an administrative review or regular Design Review Board application is submitted with the application as determined by the Planning Division.
5. As part of the neighborhood meeting process provide the draft of the letter to be sent to existing property owners and brief minutes of the issues brought up at the neighborhood informational meeting prior to issuing Notice of Decision or being scheduled for a Design Review Board meeting.

6. For new housing product (series added to the existing approved ones) provide a lot fit analysis that includes zoning setbacks and lot coverage specifying any options offered with each standard plan for each lot to be built with the new product.
7. Provide information (illustrate on the final plat) the location and number of lots where the revised plans or new series will be built for each residential parcel, neighborhood or phase.
8. The requirement for an informal neighborhood meeting will not extend the target completion dates for either administrative or minor Design Review Board processes.
9. *Inactive Cases* – All applications are required by the Land Development Code to be actively pursued to a decision. If no activity has occurred on an application for 180 days, the application will be determined to be inactive, deemed to be withdrawn and the file will be closed. The applicant may submit a written request that the application remain active, with an explanation for the inactivity. The Planning Manager may grant an extension for up to 180 days for good cause if there is a reasonable belief that the application will be actively pursued during the extension period.



DESIGN REVIEW RESIDENTIAL STANDARD PLANS APPLICATION

Project Name: _____
(Submit Project Name Change form and fee for name change.)

Address or Location: _____

Proposed Project Details: _____

Tax Parcel Numbers: _____

Character Area: ☐ Santan
(if applicable) ☐ Gateway
☐ Heritage District
☐ Morrison Ranch

Overlay Zoning District: ☐ Santan Freeway Corridor
☐ Phoenix Mesa Gateway Airport
☐ Vertical Development

Zoning: _____

No. of Standard Plans: _____

Density: _____

Total No. of Lots: _____

Net Acres: _____

Property Owner (Please print: all information must be provided):

Company: _____

Contact Name: _____ E-mail: _____
(print)

Address: _____

City, Zip: _____

Phone: _____ Fax: _____

Signature: _____ Date: _____

* A letter of authorization from the property owner is required if the application is not signed by the owner.

Applicant/Contact: (Please print: all information must be provided):

Company: _____

Contact Name: _____ E-mail: _____
(print)

Address: _____

City, Zip: _____

Phone: _____ Fax: _____

Signature: _____ Date: _____

FOR STAFF USE ONLY

Submittal Date _____ Case Number _____

Fee Paid _____ Base + \$/ plan over 5 = _____ EDEN Permit Number _____

Use Eden Type: PST

Project Data Sheet

Residential Standard Plans

Applicable Zoning Ordinance Numbers(s): _____

Applicable Front Setback Stagger Requirements: _____

Final Plat Status: _____

List easements adjacent to lots: _____

Does the Final Plat include language listing items permitted to, or excluded from encroaching?

☐ YES (If yes, please attach plat language) ☐ NO

Please specify easements and encroachments (if any) on plat.

Lot Areas		
Zoning Classification:	Minimum Lot Area (sq. ft.):	Minimum Lot Dimensions:

Required Building Setbacks & Coverage							
Zoning Classification:	Minimum Building Setbacks			Increased Building Setback Requirements			Maximum Lot Coverage/ One story/Two story
	Front	Side	Rear	Front	Side	Rear	

Standard Plan Details				
Plan #	Square Ft.	Width	Length	Height

Design Review Residential Standard Plans Checklist

Submittal items should not be placed in notebooks or sleeve protectors.

REQUIRED MATERIALS	Applicant Checklist	Staff Verification
PDF copy on disk of ALL required items on checklist with images formatted no larger than 11" x 17" , saved in a single layer with no write protection	<input type="checkbox"/>	<input type="checkbox"/>
Submit hard copy of ALL required items below:		
1. Application	<input type="checkbox"/>	<input type="checkbox"/>
2. Fee (see Planning fee schedule).....	<input type="checkbox"/>	<input type="checkbox"/>
3. Project Narrative	<input type="checkbox"/>	<input type="checkbox"/>
4. Final Plat Application (a copy of the stamped received final plat application).....	<input type="checkbox"/>	<input type="checkbox"/>
5. Completed Project Data Sheet	<input type="checkbox"/>	<input type="checkbox"/>
6. Vicinity Map (8.5" x 11") (Showing adjacent streets).....	<input type="checkbox"/>	<input type="checkbox"/>
7. Lot Fit Analysis (8.5" x 11").....	<input type="checkbox"/>	<input type="checkbox"/>
8. Approval of Subdivision Architectural Review Committee (if applicable) (Letter from Architectural Review Committee stating their approval of this Project).....	<input type="checkbox"/>	<input type="checkbox"/>
9. Maricopa County Assessor Parcel Map (8.5" x 11") (Highlight project area and provide parcel numbers).....	<input type="checkbox"/>	<input type="checkbox"/>
10. Final Plat Submitted for Review:		
• 1 copy – (11" x 17") laser print copy to scale.....	<input type="checkbox"/>	<input type="checkbox"/>
11. Typical Plot Plans:		
• 1 copy – (11" x 17") laser print for each standard plan.....	<input type="checkbox"/>	<input type="checkbox"/>

12. Floor Plans:

- 1 copy – (11” x 17”) laser print for each standard plan.....

☐☐

13. Elevations:

- 1 copy – (11” x 17”) **COLOR** copy to scale

☐☐

14. Materials/Color Board:

- 1 - (9” x 14” – maximum) material / color board(s) providing actual color chips, veneer and roof material, including glazing, noting color name and manufacturer all samples must be sized to fit on the color board or comparable (pamphlets, cut-sheets).....
- Catalog cut sheets illustrating roof and veneer material color selection
- 1 – (8.5” x 11” - minimum) Photo or color copy of the board(s) for archival purposes.....

☐☐☐☐☐☐

15. If revisions or additional standard plans in a partially built/sold residential Tract Home development (per Attachment 5 requirements):

- Copy of letter to be sent to property owners.....
- List of property owners within parcel, neighborhood, phase.....
- Final plat showing location and number of lots to be built with revised or new standard plans.....

☐☐☐☐☐☐

REQUIRED ITEMS FOR RESIDENTIAL STANDARD PLAN DESIGN REVIEW APPLICATIONS

1. Project Narrative

- Describe proposed project;
- Address compliance with zoning requirements and Planned Area Development (PAD) conditions that affect the design or placement of homes in the approved subdivision plat; and
- Address the housing product compliance with Character Area design criteria, if located in a Character Area.

2. Submitted Final Plat Application

- Copy of stamped received final plat application

3. Lot Fit Analysis

- Identify the fit of each standard plan for all lots, showing required and proposed setbacks and lot coverage percentages;
- Include all possible options and the required patio cover for each standard plan;
- Clearly note on the matrix any setback variations across elevations styles (i.e. elevations A, B & C);
- Identify lots adjacent to arterial streets, easements or tracts, noting applicable setbacks; and
- Identify lots addressing stagger requirements (LDC or Ordinance specific).
- Please see Attachment 2 on Page 11 for a sample lot fit analysis matrix.

4. Plot Plan

- Scale, north arrow, and dimensions;
- Home Builder and Subdivision Name;
- Plan Number;
- Minimum lot area;
- Typical lot lines;
- Location of ground mounted mechanical equipment screened from public view and illustrating they do not encroach into clear zone areas; (see Land Development Code Chapter I Article 2.1: Single Family D.4 and Attachment 3 for illustration of Clear Zone and U.B.E. notations)
- Identify the following features: plan options: roof overhangs, upper levels, building projections identified with a dashed line, distance of overhangs / projections to property line*;
- Required building setbacks;
- Front setback stagger (if applicable)**;
- Proposed and allowed building lot coverage;
- Identify adjacent easements;
- Location of typical driveway; and
- Provide additional plot plans for each elevation style (A, B and C) if footprints, setbacks or lot coverage vary.

- Notes
- * Eaves, overhangs, projections must comply with IRC 2006 code requirements - See Attachment 4 for additional information.
- **If all plans cannot meet front setback stagger requirements, identify predetermined lot staggers on the lot fit analysis.

5. Floor Plans

- Scale and dimensions;
- Home Builder and Subdivision Name;
- Interior space distribution with dimensions;
- Exterior walls and interior partitions;
- Line of second floor above and line of first floor below (for two-story homes);
- Fenestration;
- Stairs;
- Provide additional floor plans for all elevation styles, including separate details for optional features (i.e. extended porches/patios, extended garages, walk decks, casitas, etc); and
- Registered Design Professional signature and seal;

6. Elevations

- Scale and exterior dimensions;
- Home Builder and Subdivision Name;
- Minimum of three standard plans;
- Minimum of three elevations per standard plan;
- Building elevations for all sides;
- Provide elevations for each standard floor plan proposed for the project;
- Provide additional elevations of each floor plan with options;
- Minimum of three different garage doors designs for each standard plan;
- Identify materials proposed, including decorative elements and garage doors as standard features;
- Identify accent features such as window trims or other features that project from the main wall plane and note their depth;
- Identify accents, details (i.e. corbels, exposed rafter tails, etc.) and any other areas requiring fire rating per IRC 2006 Sec.R 302.1;
- Identify gutters and downspouts painted to match, if applicable;
- All elevations must be oriented consistently with the floor plans;
- Standard plan notes (Attachment 1) are applicable to all residential standard plans. These must be placed on the cover sheet of the construction documents; and
- Registered Design Professional signature and seal.

7. Materials/Colors

- Samples of actual color chips noting the color and material name and manufacturer's number mounted on a maximum 9" x 14" foam core or cardboard. A supplemental larger size material board may be submitted if desired;
- One or two samples of all veneer and roof material, and;
- A matrix listing all proposed color schemes, noting color and material names and manufacturer's number.

Attachment 1

A RESOLUTION OF THE DESIGN REVIEW BOARD OF THE TOWN OF GILBERT, ARIZONA ADOPTING STANDARD RESIDENTIAL HOUSE PLAN CONDITIONS:

WHEREAS, the Gilbert Design Review Board is responsible in the evaluation of all aspects of a proposed development pertaining to: site planning, the relationship of the project to the surrounding community, building design, landscaping and signage within the Town of Gilbert.

WHEREAS, the Design Review Board has determined that uniform conditions for residential tract house plans would provide more equity in the review of residential plans and provide applicants a greater level of information early in the design review process.

BE IT RESOLVED BY THE DESIGN REVIEW BOARD OF THE TOWN OF GILBERT, ARIZONA, that standard conditions for residential standard house plans are established as set forth in exhibit 1 attached hereto and incorporated herein by this reference.

PASSED AND ADOPTED by the Design Review Board of the Town of Gilbert, Maricopa County, Arizona, this ____ day of _____, 20__.

(Signed copy on file)

Darrell Truitt, Design Review Board Chairman

ATTEST:

Kyle Mieras, Planning Manager

APPROVED AS TO FORM:

Curtis, Goodwin, Sullivan, Udall and Schwab, P.L.C.
Town Attorneys

EXHIBIT 1: Standard residential house plan conditions adopted by resolution of the Design Review Board on December 14, 2000.

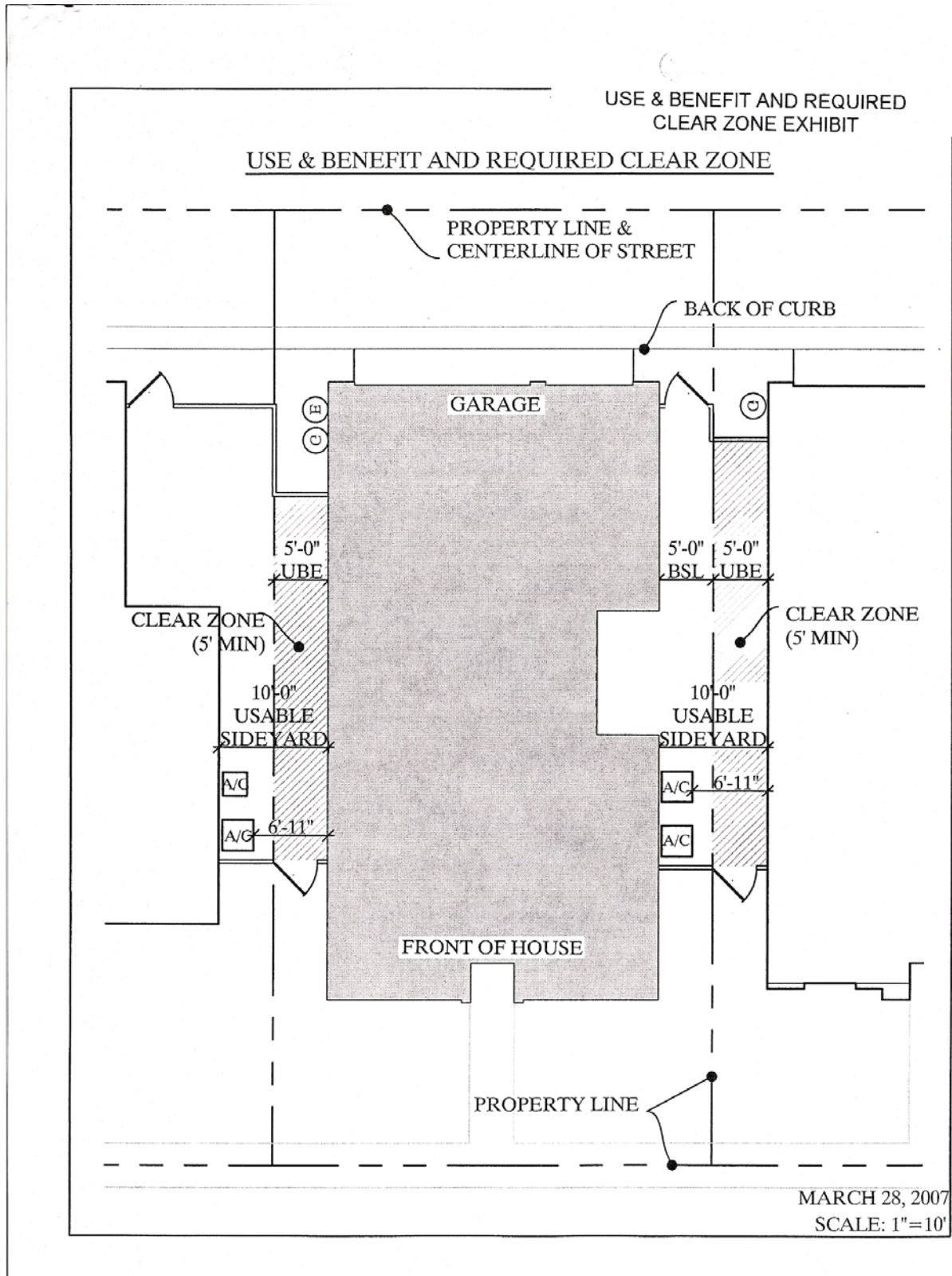
1. A minimum of three architecturally different covered patio designs shall be provided for each standard plan on lots that back to common open space or public streets. The designs will incorporate differing rooflines such as a parapet design, a gabled design or other appropriate design given the main structure rooflines. All patio columns shall be of substantial dimensions (i.e. 12" stucco column) and constructed of materials compatible with the exterior elevations.
2. A minimum of three (3) different garage doors shall be offered as a standard feature for each standard plan. Different designs may include short vs. long panels and decorative, divided-light panels.
3. No house product of the same floor plan and elevation shall be built adjacent or across from one another. Across is defined as any lots having common frontage.
4. The same color scheme is not permitted on adjacent residences.
5. Provide reverse elevations, where possible, on adjacent lots to keep the garage doors from always being on the same side of the lots
6. Detailing (i.e. veneer stone, brick, shutters, window mullions, decorative corbels, etc) as shown on the approved elevations shall be standard and clearly labeled on the construction documents. Substantial deviations from the approved elevations shall be reviewed by the Design Review Board.
7. No similar rear elevations shall be allowed adjacent to one another along open spaces or public right-of-ways. Window detailing shall be applied to the side or rear elevations that side or back onto an open space or public street. The detailing shall be clearly noted on the construction documents.
8. Wainscoting pop outs and other horizontal banding details applied to the front elevation shall be wrapped around the corner of the house to the return wall or to a prominent end-column feature.
9. All exposed metal roof vents and utility equipment shall be painted to match the adjacent roof or building color. This shall be clearly noted on the construction documents.
10. All ground-mounted mechanical equipment within a side or rear yard of a lot enclosed by a view wall shall be fully screened by a finished wall.
11. These conditions and any additional conditions approved by the Design Review Board shall be placed on the cover sheet of the first house plan construction submittal and all subsequent submittals for each individual standard plan.

Attachment 2

SAMPLE LOT FIT ANALYSIS MATRIX

Required Setbacks			Zoning		Special Condition Notes:															
Front Setback = 25'			SF-10		1. Use and Benefit Easement															
*Front setback can be reduced to 20' for side entry					2. Landscape and Pedestrian Easement															
Rear Setback = 30'					3. Public Utility Easement															
Side Setbacks = 10' & 10'			<div></div> = Plan exceeds coverage.		4. Other Easement															
<u>Maximum Lot Coverage (%)</u>			<div></div> = Plan exceeds setback limits.		5.Arterial Street Adjacency - Increased Setback Required															
40% Maximum Lot Coverage for 2-Story					6. Open Space Tract Adjacency - Increased Setback Required															
45% Maximum Lot Coverage for 1-Story					7. Corner Lot															
					8. Other Notes															
			Plan 170.3283 Elevation "A"						Plan 170.3283 Elevation "B"						Plan 170.3283 Elevation "C"					
Lot Number	Special Conditions	Lot Area (Sq. Ft.)	Fit Y/N	Front Setback	Side Setback	Rear Setback	Std. Footprint Coverage % 4,204 S.F.	Max. Footprint Coverage % 4,524	Fit Y/N	Front Setback	Side Setback	Rear Setback	Std. Footprint Coverage % 4,216 S.F.	Max. Footprint Coverage % 4,536 S.F.	Fit Y/N	Front Setback	Side Setback	Rear Setback	Std. Footprint Coverage % 4,380 S.F.	Max. Footprint Coverage % 4,700 S.F.
160	3,4	12,364	Y	25'	10'	30'	34%	34%	Y	25'	10'	30'	34%	37%	Y	25'	10'	30'	35%	38%
161	3,4	12,435	Y	25'	10'	30'	34%	36%	Y	25'	10'	30'	34%	36%	Y	25'	10'	30'	35%	38%
162	3,4	12,506	Y	25'	10'	30'	34%	36%	Y	25'	10'	30'	34%	36%	Y	25'	10'	30'	35%	38%
163	3,4	12,577	Y	25'	10'	30'	33%	36%	Y	25'	10'	30'	34%	36%	Y	25'	10'	30'	35%	37%
164	3,4	12,649	Y	25'	10'	30'	33%	36%	Y	25'	10'	30'	33%	36%	Y	25'	10'	30'	35%	37%
165	3,4	12,720	Y	25'	10'	30'	33%	36%	Y	25'	10'	30'	33%	36%	Y	25'	10'	30'	34%	37%
166	3,4	12,791	Y	25'	10'	30'	33%	35%	Y	25'	10'	30'	33%	35%	Y	25'	10'	30'	34%	37%
167	3,4	12,882	Y	25'	10'	30'	33%	35%	Y	25'	10'	30'	33%	35%	Y	25'	10'	30'	34%	36%
168	3,4	12,934	Y	25'	10'	30'	33%	35%	Y	25'	10'	30'	33%	35%	Y	25'	10'	30'	34%	36%
169	3,4	13,005	Y	25'	10'	30'	32%	35%	Y	25'	10'	30'	32%	35%	Y	25'	10'	30'	34%	36%
170	3,4	13,076	Y	25'	10'	30'	32%	35%	Y	25'	10'	30'	32%	35%	Y	25'	10'	30'	33%	36%
171	3,4	13,164	Y	25'	10'	30'	32%	34%	Y	25'	10'	30'	32%	34%	Y	25'	10'	30'	33%	36%
172	3,4	14,007	Y	25'	10'	30'	30%	32%	Y	25'	10'	30'	30%	32%	Y	25'	10'	30'	31%	34%
173	3,4,7	11,700	Y	25'	10'	30'	36%	39%	Y	25'	10'	30'	36%	39%	Y	25'	10'	30'	37%	40%
174	3	11,700	Y	25'	10'	30'	36%	39%	Y	25'	10'	30'	36%	39%	Y	25'	10'	30'	37%	40%
175	3	11,700	Y	25'	10'	30'	36%	39%	Y	25'	10'	30'	36%	39%	Y	25'	10'	30'	37%	40%
176	3	11,700	Y	25'	10'	30'	36%	39%	Y	25'	10'	30'	36%	39%	Y	25'	10'	30'	37%	40%
177	3	11,700	Y	25'	10'	30'	36%	39%	Y	25'	10'	30'	36%	39%	Y	25'	10'	30'	37%	40%
178	3	11,700	Y	25'	10'	30'	36%	39%	Y	25'	10'	30'	36%	39%	Y	25'	10'	30'	37%	40%
179	3	11,700	Y	25'	10'	30'	36%	39%	Y	25'	10'	30'	36%	39%	Y	25'	10'	30'	37%	40%

Attachment 3



Attachment 4

The following will be the policy of review for all plans reviewed under the IRC 2006 Code in regard to 5' fire separation requirement.

Any structural or architectural element that encroaches within 5' of any lot line (ground to sky) will be required to be designed as a 1hour fire rated assembly. Exception; an architectural element constructed of heavy timber or of foam material covered by stucco may encroach into this 5' required fire separation.

Please see supporting code reference below:

SECTION R302 EXTERIOR WALL LOCATION

R302.1 Exterior walls

Construction, projections, openings and penetrations of exterior walls of dwellings and accessory buildings shall comply with Table R302.1. These provisions shall not apply to walls, projections, openings or penetrations in walls that are perpendicular to the line used to determine the fire separation distance. Projections beyond the exterior wall shall not extend more than 12 inches (305 mm) into the areas where openings are prohibited.

TABLE R302.1
EXTERIOR WALLS

EXTERIOR WALL ELEMENT		MINIMUM FIRE-RESISTANCE RATING	MINIMUM FIRE SEPARATION DISTANCE
Walls	(Fire-resistance rated)	1 hour with exposure from both sides	0 feet
	(Not fire-resistance rated)	0 hours	5 feet
Projections	(Fire-resistance rated)	1 hour on the underside	4 feet
	(Not fire-resistance rated)	0 hours	5 feet
Openings	Not allowed	N/A	< 3 feet
	25% Maximum of Wall Area	0 hours	3 feet
	Unlimited	0 hours	5 feet
Penetrations	All	Comply with Section R317.3	< 5 feet
		None required	5 feet

N/A = Not Applicable.

Attachment 5

Neighborhood Meetings when Revisions or Additional Standard Plans are proposed by Builders in Partially Built/Sold Residential Tract Home Developments.

(In effect November 3, 2008)

The intent of the Neighborhood Meeting is to inform property owners of revisions or additional standard plans that are being proposed within an existing subdivision.

Neighborhood meetings shall occur when the original or current builder proposes revisions to two (2) or more standard plans or in the case of two (2) or more new standard plans are proposed in an existing subdivision.

Submittal and Processing Requirements:

10. *Application Completeness* – For an application to be accepted, the Applicant must provide all of the required information described on the submittal checklist, as incomplete applications **will be** rejected. Ensuring the accuracy of the application is the responsibility of the Applicant.

11. *Forms/Review:*

- d. Administrative Completeness Review (see Planning Division Project Review Timelines): Staff will review the application to make sure all required documents and information have been included. If required information is missing, Applicant will be notified that the application has been rejected until all required information is submitted. If the application is rejected, upon resubmittal, a new Administrative Completeness Review will be required.
- e. Substantive Review (see Planning Division Project Review Timelines): When complete, the application will be routed to Town staff and affected agencies for review and comment. After this review is completed, the comments are consolidated and returned to the Applicant. The Applicant is responsible for addressing staff comments, revising and amending the application as required, and submitting a complete set of revised plans for a second review to ensure all comments have been addressed to the satisfaction of the Town. All required documents must be resubmitted regardless of whether that particular page or document was revised. If all comments have been adequately addressed, the legislative process will begin by scheduling the design review project for a public hearing before the Design Review Board.
- f. If all comments and issues identified in the Substantive Review have not been addressed to the satisfaction of Staff in the resubmission, the application will be denied. In lieu of denial, the Applicant may, either in writing or electronically, agree to allow Gilbert to submit supplemental requests for additional information. If Gilbert issues a comprehensive written or electronic request or a supplemental request, the Substantive Review timeframes are suspended until the additional information is submitted by the Applicant.

12. The applicant shall schedule an informal neighborhood meeting after filing of an application and provide Planning Staff with a list of existing property owners in the residential parcel, neighborhood or phase built with the house product being revised or added to.
13. Payment of the fee for an administrative review or regular Design Review Board application is submitted with the application as determined by the Planning Division.
14. As part of the neighborhood meeting process provide the draft of the letter to be sent to existing property owners and brief minutes of the issues brought up at the neighborhood informational meeting prior to issuing Notice of Decision or being scheduled for a Design Review Board meeting.
15. For new housing product (series added to the existing approved ones) provide a lot fit analysis that includes zoning setbacks and lot coverage specifying any options offered with each standard plan for each lot to be built with the new product.
16. Provide information (illustrate on the final plat) the location and number of lots where the revised plans or new series will be built for each residential parcel, neighborhood or phase.
17. The requirement for an informal neighborhood meeting will not extend the target completion dates for either administrative or minor Design Review Board processes.
18. *Inactive Cases* – All applications are required by the Land Development Code to be actively pursued to a decision. If no activity has occurred on an application for 180 days, the application will be determined to be inactive, deemed to be withdrawn and the file will be closed. The applicant may submit a written request that the application remain active, with an explanation for the inactivity. The Planning Manager may grant an extension for up to 180 days for good cause if there is a reasonable belief that the application will be actively pursued during the extension period.